



GROUNDWATER SECTION

INSTRUCTIONS FOR NOTICE OF TRANSFER FOR AN ON-SITE WASTEWATER TREATMENT FACILITY

OVERVIEW OF REQUIREMENTS AND PROCESS

Any person selling or transferring ownership of a property served by an on-site wastewater treatment facility (including a conventional septic tank system or alternative on-site wastewater treatment facility) must retain a qualified Inspector to inspect the facility within six months prior to transferring ownership of the property (Arizona Administrative Code, A.A.C. R18-9-A316). Typically, such an inspection is triggered by the resale of a home by an owner.

The requirement to have the on-site wastewater treatment facility inspected within six months prior to property transfer is a provision of Arizona rule, and takes precedence over any conflicting terms that may exist in any contract pertaining to the property transfer.

A person shall not use a cesspool for sewage disposal (per Arizona Administrative Code, A.A.C. R18-9-A309(A)(4)). Do not use this form to transfer a cesspool.

WHAT IS REQUIRED TO TRANSFER OWNERSHIP OF MY ON-SITE FACILITY?

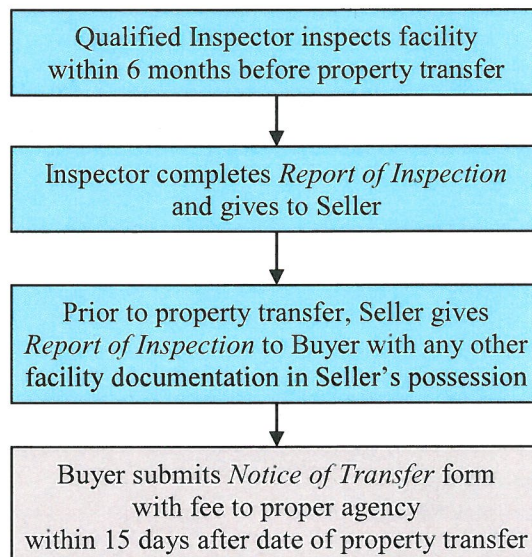
An inspector that is qualified under A.A.C. R18-9-A316, must complete a *Report of Inspection* form and provide it to the seller as required by the Code. Any significant amount of waste must also be pumped from each tank. If there is more than one on-site system in use on the property, the Inspector shall complete a *Report of Inspection* form for each system.

Before the transfer date (closing date) of the property, the seller shall provide the buyer with the completed *Report of Inspection* form and any other documents they may have in their possession that relate to the permitting or operation and maintenance of the septic tanks systems or alternative on-site wastewater treatment facility.

Within 15 calendar days after the date of property transfer, the Buyer shall submit a completed *Notice of Transfer* form for the change of ownership, and file it with the proper agency indicated in the Filing Instructions, page ii.

A qualified inspector will have available a current *Report of Inspection* form.

Notice of Transfer Process



FILING BY MAIL For instructions to submit a *Notice of Transfer* form and fee by mail, see Page ii. Property buyers, or anyone submitting this *Notice of Transfer* form on their behalf, are required to completely and accurately fill out this form to the best of their knowledge.

FILING ONLINE You may also file your *Notice of Transfer* online. For further information, go to ADEQ website <https://ptl.az.gov/app/own/home.xhtml>.

FILING INSTRUCTIONS

The fee for a Notice of Transfer is \$50. A Notice of Transfer is required for each individual parcel and may include information for one or more treatment facilities on the parcel. A separate transfer fee must be submitted for each separate parcel.

When submitting a Notice of Transfer, please complete the entire NOT form. Do not send the Report of Inspection form to ADEQ. An incomplete form or a payment payable to a county agency received by ADEQ will be returned to the individual or company submitting the Notice of Transfer by mail.

FILING A NOTICE OF TRANSFER BY MAIL

You may file your *Notice of Transfer* online at <https://ptl.az.gov/app/own/home.xhtml>, but if you would like to file by paper form, the *Notice of Transfer* form and fee **must be filed with the proper county or ADEQ**.

Pima County

ADEQ does **not** process Notice of Transfer submittals for properties located in Pima County. **Please contact Pima County Development Services** for information regarding Notice of Transfer submittals and fees.

Navajo County

For properties located in Navajo County, **ALL forms and fees** for a *Notice of Transfer* are to be **submitted to the** Arizona Department of Environmental Quality, and can be filed by mail or filed online. Make payment payable to "ADEQ" and mail with the completed form to ADEQ; address listed below.

Apache County

For properties located in Apache County, the proper agency to submit the *Notice of Transfer* form and fee to is **determined by the year of construction of the treatment facility**.

For a property with a treatment facility **constructed Before January 1, 2001**, submit the form and fee to ADEQ. Make payment payable to "ADEQ" and mail with the completed form to:

Arizona Department of Environmental Quality
NOT Program – Fifth Floor
1110 West Washington Street
Phoenix, AZ 85007

For a property with a treatment facility **constructed On January 1, 2001 or After January 1, 2001**, submit the form and fee to **Apache County**. Make payment payable to Apache County at the address listed on the next page.

For all other Counties

Please file your Notice of Transfer online at <https://ptl.az.gov/app/own/home.xhtml> or with the County agency listed below.

MAILING ADDRESSES FOR COUNTY AGENCIES

Apache County Environmental Health Services

P.O. Box 697
St. Johns, AZ 85936
Tel: (928) 337-7607

Cochise County Planning, Zoning and Building Safety

1415 W. Melody Lane, Bldg. E
Bisbee, AZ 85603
Tel: (520) 432-9240

Coconino County Health Department Environmental Quality Services

2500 Ft. Valley Road, Building 1
Flagstaff, AZ 86001
Tel: (928) 679-8764

Gila County Community Development Wastewater Dept

608 E. Highway 260
Payson, AZ 85541
Tel. (928) 474-9276

Graham County Health Department

826 W. Main
Safford, AZ 85546
Tel: (928) 428-1962

Greenlee County

P.O. Box 936
Clifton, AZ 85533
Tel: (928) 865-2601

La Paz County Community Development Department

1112 Joshua Street, #202
Parker, AZ 85344
Tel: (928) 669-6138

Maricopa County Environmental Services

1001 N. Central, Suite 695
Phoenix, AZ 85004
Tel: (602) 506-6616

Mohave County Health Department

P.O. Box 7000
Attention: Environmental Health
Kingman, AZ 86402-7000
Tel: (928) 757-0901

Pima County Development Services

Septic Counter – Pima County Notice of Transfer
201 N Stone Avenue
Tucson, AZ 85701
(520) 740-6498

Pinal County Environmental Services

P.O. Box 2517
Attention: Septic Transfer
Florence, AZ 85132-2517
Tel: (520) 866-6633

Santa Cruz County Health Department

2150 N. Congress Drive
Nogales, AZ 85621
Tel: (520) 375-7900

Yavapai County Development Services Environmental Unit

1120 Commerce Dr.
Prescott, AZ 86305
Tel: (928) 771-3214

Yuma County Developmental Services

ATTN: Environmental Health Section
2351 W. 26th Street
Yuma, AZ 85364
Tel: (928) 817-5084



GROUNDWATER SECTION
NOTICE OF TRANSFER OF OWNERSHIP
 FOR AN ON-SITE WASTEWATER TREATMENT FACILITY

1 Property Information (All fields are required)			
Address _____		County _____	
City _____		Tax Parcel No. _____	
Zip _____	<input type="checkbox"/> Residential property, or <input type="checkbox"/> Non-residential property		
2 Transferor/Seller/Former Owner of Property (All fields are required)			
Name _____			
Mailing Address _____			
City _____	State _____	Zip _____	
Phone No. _____	Fax _____	Email _____	
3 Transferee /Buyer/New Owner of Property (All fields are required)			
Name _____			
Mailing Address _____			
City _____	State _____	Zip _____	
Phone No. _____	Fax _____	Email _____	
<input type="checkbox"/> Transferee/Buyer must check this box if the On-site Wastewater Treatment Facility is Exempted From Inspection			
An inspection is not required if both of the following conditions apply (Buyer shall check applicable boxes to affirm that these conditions are met, provide the file number and authorization date, then skip directly to Item 8 before submitting this form):			
<input type="checkbox"/> A Discharge Authorization was issued by ADEQ or its delegated county agency to operate the facility. Discharge Authorization File No.: _____ Discharge Authorization Date: _____			
<input type="checkbox"/> The facility has never been put into service before this property transfer.			
4 Inspector Information (All fields are required)			
Inspector Name _____		NAWT Inspector No. _____	
Company Name _____			
Address _____			
Phone No. _____	Fax _____	Email _____	
5 Date of Facility Construction (Copy from either Item 7A or 7B of the REPORT OF INSPECTION form)			
<input type="checkbox"/> Before January 1, 2001, or <input type="checkbox"/> On or after January 1, 2001 as authorized by ADEQ or its delegated county agency			
Department Use Only		Date Stamp	
Check # and Amount			
Date Entered into OWN			
Clerk Initials			

6 Facility Type (Refer to Item 7 of the REPORT OF INSPECTION form)
<input type="checkbox"/> Conventional septic tank/disposal system (very common—any system consisting of a septic tank that disposes effluent to trench, bed, chamber technology, or seepage pit), or <input type="checkbox"/> Alternative on-site system (not common—any system using an alternative technology for treatment or disposal)
7 Inspection Information (Copy all required information from the REPORT OF INSPECTION form)
Date of Inspection (from Item 13 of <i>Report of Inspection</i> form): _____ Design flow of facility (from Item 6E of <i>Report of Inspection</i> form): _____ gallons per day Please indicate any file number/dates as indicated in Item 5 of <i>Report of Inspection</i> form: <input type="checkbox"/> <i>Discharge Authorization</i> issued on or after January 1, 2001 (Item 5A of <i>Report of Inspection</i> form): File No. _____ Date issued: _____, or <input type="checkbox"/> <i>Approval of Construction</i> or other permitting document issued by ADEQ or a County agency before January 1, 2001 (Item 5B of <i>Report of Inspection</i> form): File No. _____ Date issued: _____ Please indicate the number of septic tanks in use on this property: _____ Was the Septic tank(s) pumped as part of inspection (Item 8A of <i>Report of Inspection</i> form)? <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer is No above, please indicate why the septic tank(s) were not pumped: <input type="checkbox"/> The septic tank was put into service less than 12 months before inspection, or <input type="checkbox"/> Pumping or servicing was not necessary at the time of inspection based on manufacturers written operation and maintenance instructions (applicable only to alternative technologies), or <input type="checkbox"/> No accumulation of floating or settled waste was present in the septic tank (may be applicable to certain remote or seasonal systems with little use). Were repairs made as part of the inspection (Item 8Q of <i>Report of Inspection</i> form)? <input type="checkbox"/> Yes <input type="checkbox"/> No
8 Form Submittal and Buyer/Transferee Advisory (All information is required)
<input type="checkbox"/> Date of property transfer (closing date): _____ <input type="checkbox"/> Date of submittal of this <i>Notice of Transfer</i> form: _____ <input type="checkbox"/> Check this box to confirm the \$50 filing fee is being submitted with this <i>Notice of Transfer</i> form
Please Select who is submitting this Notice of Transfer Form: <input type="checkbox"/> Buyer/Transferee, or <input type="checkbox"/> A person submitting this form on behalf of the Buyer/Transferee (Please complete the required information below) Name of Submitter: _____ Company: _____ Address: _____ _____ Phone Number: _____ Relationship of submitter : <input type="checkbox"/> Escrow Officer/Title Company, or <input type="checkbox"/> Other (indicate): _____
9 Certification/Signature (All information is required)
<input type="checkbox"/> I, as the Buyer/Transferee, certify that I have received a Report of Inspection from the Seller/Transferor or their representative, and that I have accurately completed this Notice of Transfer form to the best of my knowledge, or <input type="checkbox"/> I, as a person submitting this form on behalf of the Buyer/Transferee, certify that the information provided in this Notice of Transfer form is complete and accurate to the best of my knowledge. Signature: _____ Date: _____